



# Single-Family Infill Program Application

On February 26, 2009, Chandler City Council adopted the Chandler Infill Incentive Plan (Resolution No. 4250). Section 2 of the plan, Single-Family Infill Program, encourages the development of new, energy-efficient homes on vacant lots, or to replace existing unsafe dwelling units within established single-family subdivisions. Please refer to the City's online Unified Development Manual (<http://udm.chandler.az.gov>) for the program's qualification criteria, general requirements and development standards.

The program offers a 50% impact fee reimbursement for the construction of an Energy Star qualified single-family home, or 100% impact fee reimbursement for the construction of a home that meets LEED for Homes standards. Financial incentives will be paid after the units are completed and cleared for occupancy.

In order to be considered for the financial awards, please complete and submit this application form together with required documents for review and recommendation by City staff. Staff will present it as a written agreement to Mayor and Council for their approval.

Before submitting an application, it is advisable for the developer and/or project representative to hold a pre-application meeting with planning staff to discuss eligibility requirements, process and other project questions and details.

Developer	Schedule a pre-application meeting with planning staff.
City Staff	If the project involves the demolition of an existing dwelling unit, the City Building Official will inspect and determine if the unit is "unsafe" in order to be eligible for participation in the program.
Developer	Submit application including other required documents (see checklist).
City Staff	Perform pre-technical review; forward comments to developer.
Developer	Revise; resubmit.
City Staff	Complete review; present recommendation to Council for written agreement.
Council	Take action on the written agreement.
City Staff	If approved, encumber funds for award to the developer after completion and acceptance of the dwelling units.
Developer	Apply for/receive building permits, pay all applicable permit fees and build units to completion / clearance for occupancies.
Developer	Submit letter to Director, identifying addresses for which the award is requested, and proof demonstrating the units are Energy Star qualified, LEED certified or LEED certifiable.
City Staff	Verify completion/clearance of dwelling units, compliance with Energy Star and/or LEED standards; issue financial award to developer.

## Submittal Checklist

_____	Application
_____	Property Owner Authorization
_____	Statement of Intent. The statement should be addressed to the Planning and Development Director and must include a description of the residential project (identify the specific type of single-family ownership dwellings proposed), development timing/phasing, the anticipated date of completion, anticipated energy efficiency efforts in order to meet Energy Star and/or LEED for Homes standards, and how the project proposal meets Section 2.4 Development Standards.
_____	Site Plan
_____	Landscape Plan
_____	Building Elevations
_____	Floor Plan
_____	LEED Checklist (for applications requesting a 100% impact fee reimbursement)

### Letter to Director requesting financial award

After construction is complete, the Developer/Applicant needs to submit a letter to the Director requesting the financial award. For projects requesting a 50% impact fee reimbursement, the letter must be accompanied by documentation from an independent home energy verification organization as proof that the new home meets Energy Star<sup>1</sup> guidelines for energy efficiency. Projects requesting a 100% impact fee reimbursement must provide either a copy of LEED for Homes certification<sup>2</sup> or documentation that demonstrates the project is Energy Star qualified and LEED certifiable<sup>3</sup>. See footnotes for acceptable forms of documentation.

<b>Project Name</b>		
<b>Property Location/Address</b>		<b>City, State, Zip Code</b>
<b>Legal Description</b>		
<b>Tax Parcel Number(s)</b>		<b>Gross Acreage</b>
<b>Applicant/Firm Name</b>		<b>Contact Person</b>
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>

<sup>1</sup> Energy Star: Copy of Energy Star certificate or label

<sup>2</sup> LEED Certified Home: Copy of LEED for Homes certificate, plaque, or inclusion on the U.S. Green Building Council's certified project list

<sup>3</sup> LEED Certifiable home: Copy of Energy Star certificate or label and LEED checklist showing LEED points being pursued and narrative describing how these points will be achieved. Staff may request additional documentation to verify conformance with LEED points.

<b>Developer (if different from above)</b>		<b>Contact Person</b>
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>
<b>Property Owner (if more than one, add separate sheet of paper and identify each by tax parcel number)</b>		
<b>Mailing Address</b>		<b>City, State, Zip Code</b>
<b>Phone Number</b>	<b>Fax Number</b>	<b>E-mail Address</b>

Signature(s) of property owner(s) or representative (representative must submit the attached authorization form):

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Property Owner Authorization

Please accept an application to receive financial awards for residential in-fill development for property located at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As owner(s) of this property, I/we \_\_\_\_\_  
\_\_\_\_\_ authorize \_\_\_\_\_ to act on my/our  
behalf.

I certify that the above information is true and correct.

_____ Property Owner (print name)	
_____ Signature	_____ Date
_____ Property Owner (print name)	
_____ Signature	_____ Date
_____ Property Owner (print name)	
_____ Signature	_____ Date
_____ Property Owner (print name)	
_____ Signature	_____ Date